## SHEEMA FAROOQI

# Assistant professor, FMeS, MRIU,

Program of study: **BUSINESS MANAGEMENT** 

Title: PROFESSIONAL SKILLS (56244)

Assignment Title: INDIVIDUAL LEARNING JOURNAL

Word count excluding Index, References & Appendix: 3,261

# **Contents**

Learning style

Why I choose "The Kolb's Model"

Skills development

Self awareness and my Personality

Team work and my leadership efforts

Time management skills

Conclusion

References

Appendix

- Annexure 1 KOLB'S LEARNING STYLE
- Annexure 2 COGNITIVE STRUCTURE
- Annexure 3 STAGES OF TEAM DEVELOPMENT

#### **LEARNING STYLE**

My learning journal follows particularly "Kolb's learning styles concepts". Kolb's et al (1984) Learning Style Inventory (LSI) theory, because it provides me a path to concentrate on my self erudition, monitor my learning and helps me work according to proper channels, these concepts are based on a four-stage learning cycle, which are particularly elegant, since they offer a way of understanding individual people's style of learning, and also explain a cycle of experiential learning that applies us all.

### Why I choose The Kolb's Model?

(Refer to Annexure 1)

According to David Kolb there are four important processes required for learning to take place, a combination of perceiving and processing, ideation and practical application, determine the four learning styles, Concrete Experience, Reflective Observation, Abstract Conceptualization, Active Experimentation

"Kolb's Experiential Learning: Experience as the source of learning and development (1984)" conceived that the way people develop different types of styles in their lives, in the same way they develop different styles for learning different things also, i.e. - management, leadership, negotiating etc. to know the value of the learning inventory one must first know what the experiential learning model is? And one should also be aware of his/her preferred learning style. Kolb's learning style model helps the students to identify their preferences for their learning styles. This is the most considerable reason of why I decided to choose Kolb's et al (1984) Learning Style Inventory (LSI) theory to write my learning journal.

I believe if my self learning behavior will be assessed according to experience, observation, abstract and experimentation then the study of the impact of the environment on me will be more constructive and effective. If I work according to the Kolb's model, then not only my self explanation will have a proper view but also understanding of self while studying will be possible. I shall be able to assess myself as a learner, I shall be able to view my orientation towards experimentation and my influence towards the people, I shall be able to keep in view myself, my feelings, and my actions, most importantly "I can reflect on what might be happening in my practice generally" (Rainer 2004). Kolb's model covers all the aspects of this study. It will help me know whether I am 'thinking', 'observing' learner or a 'doing', action-oriented learner.

#### **SKILLS DEVELOPMENT:**

From, schools, colleges and other such institutions, we only acquire the basic knowledge and a very narrow set of skills. Usually, we only learn technical skills. There is nothing wrong in that but it is important to understand that, educational institutions cannot teach us every skill, at least those which are most important to achieve success in life. To try to develop a skill, for an individual, should be a lifetime effort. But I am only taking the first step, to be good at developing a process, for learning a skill.

Educating our selves about the self-development skills usually means that we need to make some changes in the ways we are living or our life styles and performance. We need to find what is inside us, what our inner feelings are, in order to

clean up the chaos of our mind, body, and soul to be successful in the paths that we follow in the future. When we tend to clean up our act and become the person we really want to be; we need to know the reasons that caused this chaos, we need to relax, focus and introspect to find out the reason which caused negativity in order to change into positivity. So that it becomes easy for us to make our future more, productive, and meaningful, not only to us but to the society we live in.

The discussion about my learning skills will be out of those experiences, that have left a great impact on my life, since the time I joined college till I finished my graduation I learned a lot. I came to know what I lacked in my personality and how I could improve it, by learning the skill to become an individual and in doing so I recognized a professional in me. Further, I will assess my skills development in context, to my individual learning style and shall also apply the relevant theories to assess my potentials and limitations.

#### **SELF AWARENESS AND MY PERSONALITY**

(Refer to Annexure 1-A)

"Knowing others is wisdom, knowing yourself is enlightenment" (Tao Tzu)

On joining college I experienced life out of home and without family for the first time, till then I had been living under the supervision of my parents, walked the paths that they chose for me and followed the decisions that they made for me, actually I was not aware of my own self, I was lacking self confidence, unsure of myself and what I could do, afraid of making and taking decisions, I didn't know how I would take on any challenge in life, actually totally unaware of my own self and my capabilities till I experienced life on my own. (Objective Self-Awareness Theory: Recent Progress and Enduring Problems by Duval and Wick Lund's 1972 that talks about the expectancies influence approach and avoidance of self-standard discrepancies; the nature of standards, especially when they are changed; and the role of causal attribution in directing discrepancy reduction).

Knowing nothing about ourselves means that we will always be trapped with our internal conflicts and contradictions allowing others to influence us in good or bad ways but if we know our selves well then we can accept and change ourselves making our characters and personalities strong.

"As we move toward the 21st century, the knowledge-based economy demands that we upgrade our knowledge and skills to keep up with the ever-changing society. However, the starting point should be the knowledge of oneself, as a unique individual and how one relates to this new economy. The clarity with which you can answer these questions: Who am I? Where have I been? Where am I going? Determines your capability to chart our own destiny and realize our potential". (vtaide.com)

While studying journalism, one of the professions in which decision making, personal effectiveness, taking on challenges and experiencing new things is very common, was the beginning of my learning process. in college the learning environment was conducive, here I was asked to work individually on presenting a crime report, on any of the day-to-day local crimes, I had a limited amount of time and knowledge for this presentation and more of it was based on the practical field work, I had to take all the decisions on my own, I would say that it was very fortunate that there was none to do it for me, my first step towards learning.

Working individually for the presentation in itself was a difficult task; I prepared it out of very little knowledge of the subject, through sheer hard work and view towards

my goal. This helped me to understand my strengths and my weaknesses, while I worked on this project my self awareness, my self confidence, and my insight into crimes being committed in society grew. This hard work developed a knack in me to face difficult situations and to learn from the experiences and challenges thrown up by the task. Giving me skills beyond my imagination and providing me with excellent results, by doing this task I laid bare my weaknesses as a person and was able to understand my inner most compulsions and the workings of my mind helping me to be more professional in my outlook to life. To complete a task positively one needs to have confidence in his own self, if we make an initiative it is not impossible to complete any given project, whatever the conditions may be we have the ability to pursue them positively but for that we need to be aware of our self in order to make our moves proper where ever required. (Deception, Self-Awareness, and Theory of Mind Keenan et al., self-awareness refers to "being aware of one's own thoughts" and "the ability to reflect on one's own cognitions").

As a journalist the situations and challenges were difficult to cope with, for these I had to have self awareness, actually being a single child I had the capability of individuality, which proved my work to be better than others at the presentation. This presentation put me into certain situations where I became more aware of my strengths and also my weaknesses. Required Ingenuity and individual obligations to be proven helped me in developing a lot of Skills. The appreciation I received developed me into a personality. Our experiences teach us a lot; therefore, according to my perspective self awareness is very important to understand our abilities, our capabilities, skill, and weaknesses, our compulsions, our mental conflicts etc. I now know that "More the situation is complex, the more we learn".

This was the approach that I had to carry forward for my learning in the future, I had to utilize my self awareness skills to improve the other aspects of my future too, like for my professional and personal attitude, I had to improve my self awareness along the other skill, I had to become more aware of my self with every step I take in my future endeavors. Therefore, my learning process didn't stop here, as I grew professionally I had to learn more, my next challenge was even more intricate, when as an individual I had to be a part of a team.

#### **TEAM WORK AND MY LEADERSHIP EFFORTS**

In My final year of professional college, there was a project to Film a Realistic Documentary of 15 minutes duration, my chosen topic 'Migration' with the Title "Glen to Plains", .The making of this film required a team of 13 people, my role as the producer and director in the film was the most critical and complex, as the Film depended on how it had been produced and directed, which was my part of the work. I had also to manage and coordinate the crew, from pre production to the post production of the Film.

For the First time I had to work in such a large group now, but as I mentioned earlier "the more the situations are difficult, the better we learn", this time I had some self awareness and I had developed the competence and aptitude, to learn how to tackle this situation, so I took up the challenge. Initially I faced some problems, in dealing with so many people ,and working in a team, as I had only been through self learning process, to understand others was yet to be learnt. I had to lead others in order to make them work the way I wanted. In film making it is important that the team works

in a coordinated manner according to the director and producer of the film, because he/she is the concept developer and the script writer also, the team has to produce the piece of work according to the directors instructions, here I had to guide the camera person, the light men, the Art director, the clapper boy and all the others, which was not an easy task to accomplish.

My self awareness helped me know that I needed to develop a very tolerant manner in order to deal with my team ,then only could I make an influence on my team mates, and develop an understanding amongst all of us to work in a coordinated manner especially for , the successful progress of the project. This refers to (Greiner's (1998) modified version of Tucumán's (1965) Stages of Team Development model) [Refer to Annexure 2] which describes that it is important to develop relationships among the members of the team so that they can appreciate and support each others work and capabilities). We were now working as a unit; I was at my best supervising my team, which made the work go smoothly and concluded in appropriate time.

From the very beginning of the project I proved myself to be a competent leader with very good communication skills; this was a must for the proper functioning of my team as everybody had a different role at different levels of production. But later I had difficulties, as I was loosing interest because i felt it difficult to manage everybody easily, in desperation I I wanted to quit (Comfort Zone theory's description "unwilling but able to carry out the task" 2003: p.11) but as I had no choice so I had to learn further skills and develop a more sound leadership approach, in order to take my work ahead to the end, I didn't loose hope and started all over again from making friends with my team and then by involving them into work by creating an interesting environment around , the work, here I used the (Expectancy Theory, that says, Motivate people to do something by showing them something desirable, indicating how straightforward it is to get it, and then supporting their self-belief that they can get there). I was leading them even without letting them know that they were being lead, I involved there ideas into the work, I asked them for suggestions, I made there involvement in the film more interesting than just work, this way they also started listening to me carefully and with their support, I was lead them in a very smooth and systematic positive manner. My working with the team became easier and under my leadership we were progressive and within 3 months time our team was ready with the final year project, which was awarded the best film of the year.

It was very necessary for me to improve and cultivate my skills for the future, as I had chosen a profession where all my results depended on team work, I had to improve my perceptivity and knowledge, for the progression of future skill development probably by having a firm approach and attempting more activities, such as indulging myself in huge groups, where I felt slightly uncomfortable or afraid, or involving large number of people in my work and by thinking beyond my comfort zone. While applying this assessment to my individuality I was more focused and highly aimed to adjust myself into difficulties and, challenging situations.

#### TIME MANAGEMENT SKILLS

I learnt the time management skills, while I was working with my team for the final year project in my college. Before getting involved with the team, I never realized the need to manage time, at that point in time I as an individual was responsible particularly for my time management only; after I got involved as a team leader I was responsible for the time management of the whole group. The time table of every

individual involved in the team was managed by me as well as the timing of the whole group. It was very important to keep aware of the tight schedule we had to complete our task in, we had to utilize time efficiently and effectively to bring out a good result in the shortest period, Referred to ("the Pickle Jar Theory" that uses the analogy of an empty pickle jar to think about how we use the fixed amount of time available to us each day. If we think of it as we plan our schedule, we can get important work done while still leaving time for the small things that make life fun.)[www.mindtools.com]. every moment available was to be used productively and efficiently in the making of the film.

To do so I decided to use a planner and generated things to-do lists (To-Do List for Success -- Time Management: Theory and Practice) [By Yola Eve] and efficiently used the time by depending upon selectively, prioritizing tasks and setting personal deadlines for each individual member. (Cameron and Whetten (2005), '20 Rules for everyone'). By having effectual time management, I made sure that the team had sufficient time to recheck the film before submitting it to the college and presenting it in front of a seven member panel. My self awareness skill was a key factor that helped me understand the requirement of developing the time management skills, "In order to manage your time successfully, having an awareness of what our goals are assist you in prioritizing your activities" (academic skills centre). This was the most prioritized requirement for the production.

The film depended upon the expressions and moods of the time itself; it was a documentary that described "how a exquisite place was brought to its destruction", this film was a description of the change and vagaries of time, it spoke of the good and bad environment that this place 'Kashmir' had gone through, the time of beauty till the ugliest period was described and visualized in this film, in other words it was a film describing the change of time of a particular place and the lives of the people who lived there. Therefore, through the time management skills I had learnt were the reasons for the success of this film.

Here I will not describe my future plans for learning the time management skills, as of now this is my present and I am still learning, I have come to the understanding that the learning process is a life time effort it does not stop till the end of our lives, "we learn from our birth till death".

#### **CONCLUSION**

As I perceive, concluding skills, itself needs, 'concluding a topic' skill. It is not easy to conclude, the learning behavior of an individual. The learning process itself is a continuum, it is vast, we learn with time, growth, development, situations, experiences, mistakes at every step of life that we go through, this is the reasons that I have not included too many theories in my learning skills, its not the theories that teach us but it's the process of learning that creates these theories, as I mentioned above, we learn from each exposure to life, therefore, how is it possible to describe all those steps of life of 6,602,224,175 people of the world through the theories?, actually when we rely on the theories we restrict our learning processes. But at the same time I also agree to the fact that others experiences also help us in learning, so where ever required I used the theories too.

My learning journal, makes a model categorized under many theories such as (the social-learning theory by "Albert Bandura" that posits that people learn from one another, via observation, imitation, and modeling.) and (Maslow's Hierarchy of Needs

theory that argues that while people aim to meet basic needs, they seek to meet successively higher needs in the form of a hierarchy).

virtually it would have been better for the journal to be describe at least by one theory conceived by myself, but a lot of reasons e.g. the time involvement and resources restricted me to work on the same, my knowledge was not enough to develop a theory of my own or criticize the human theories, I believe even if I would have visualized it the restrictions would have not allowed me to use the whole of It to write a journal.

For the future I believe the knowledge of self is a must, increase in the skills by the time should never be restricted, our minds should be allowed to adopt more skills even when they are not used, but they may be utilized for the betterment of those skills that we need at that particular time, or can be used to help others' developmental processes.

## **Bibliography / References:**

Academic skills centre, Assess your learning style (online) [Assessed 27/11/08] <a href="http://www.dartmouth.edu/~acskills/success/time.html">http://www.dartmouth.edu/~acskills/success/time.html</a>

Ann C B, Patrick J, Kolb D, 2002 Conversational learning, an experimental approach to knowledge creation ISBN 1567204988, 9781567204988. (Online) [Assessed 12/11/08] <a href="http://books.google.com/books?hl=en&lr=&id=R9IIoOH7YeQC&oi=fnd&pg=PR9&dq=Kolb+DA">http://books.google.com/books?hl=en&lr=&id=R9IIoOH7YeQC&oi=fnd&pg=PR9&dq=Kolb+DA</a>

Brown, C. L., (2005) "Double-Loop Learning in the College Classroom", Christian Education Journal, Vol. 2, Issue 1, pp.62-77

Eales-White, R., (2003) "Creating Growth for Yourself as Leader", Industrial and Commercial Training, Vol. 35, Issue 6/7, pp. 247-251

Entwistle, Noel J; Peterson, Elizabeth R. (2004) "International Journal of Educational Research", v41 n6 p407-428, <a href="http://eric.ed.gov/ERICDocs">http://eric.ed.gov/ERICDocs</a>

Garner, I., (2000) "Problems and Inconsistencies with Kolb's Learning Styles", Educational Psychology, Vol. 20, Issue 3, pp. 341-349

Hergenhahn, B. R. & Olson, M. A. (1982). An Introduction to Theories of Learning, 2nd edition. Englewood Cliffs, New Jersey: Prentice-Hall, Inc. Peter Day R, 1977 Methods of Learning Communication Skills ISBN 0080189547, 9780080189543

Jennifer A. Moon, 1999, Learning Journals: A Handbook for Academics, Students and Professional Development

ISBN 0749430451, 9780749430450 (online) [Assessed 21/11/08]

<a href="http://books.google.com/books?id=VIM9AAAAIAAJ&printsec=frontcover&source=gbs\_summary\_r&cad=0">http://books.google.com/books?id=VIM9AAAAIAAJ&printsec=frontcover&source=gbs\_summary\_r&cad=0</a>

Kolb learning styles, David Kolb's learning styles model and experiential learning theory (ELT) (Online) [assessed 11/11/08]

<a href="http://www.businessballs.com/kolblearningstyles.htm">http://www.businessballs.com/kolblearningstyles.htm</a>

M. D. Ferrari, Robert J. Sternberg 1998, Self-awareness: Its Nature and Development ISBN 1572303174, 9781572303171 (online) [Assessed 23/11/08] <a href="http://books.google.com/books?id=JANokqwOcsC&printsec=frontcover&source=gbs\_summary">http://books.google.com/books?id=JANokqwOcsC&printsec=frontcover&source=gbs\_summary r&cad=0></a>

Murdock A, Scutt C, 2003 Personal Effectiveness
ISBN 0750656220, 9780750656221 (online) [Assessed 23/11/08]
http://books.google.com/books?id=1AvTPsBytZ4C&printsec=frontcover&source=gbs\_su mmary\_r&cad=0

Nichols, S. and Stich, S. (2002). How to Read Your Own Mind: A Cognitive Theory of Self-Consciousness. Consciousness: New Philosophical Essays, eds. Q. Smith and P. Jokic. Oxford: Oxford University Press.

Sadler-Smith E, Sadler-Smith E & Evans C, 2006 Learning styles in education and training, ISBN 1845449363 (Online) [assessed 11/14/08] <a href="http://books.google.com/books?id=Idd\_V5TqdSUC&printsec=frontcover&source=gbs\_summary\_r&cad=0">http://books.google.com/books?id=Idd\_V5TqdSUC&printsec=frontcover&source=gbs\_summary\_r&cad=0</a>

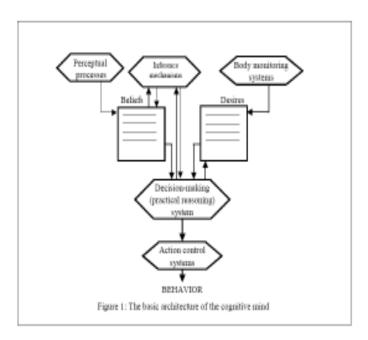
White, J. A., (1992) "Applying an Experiential Learning Styles Framework to Management and Professional Development", Journal of Management Development, Vol. 11, Issue 5, pp. 55-65

# **Appendix:**

### Annexure 1

## Concrete Experience Feeling Kolb's learning styles Accommodating Diverging (feel and watch) CE/RO how we think about things Perception Continuum Reflective Observation Watching Active Experimentation Doing Continuum Processing do things Assimilating (think and watch) AC/RO Converging (think and do) AC/AE Abstract Conceptualisation Thinking © concept david kolb, adaptation and design alan chapman 2005-06, based on <u>Kolb's learning styles,</u> 1984. Not to be sold or published. More free online training resources are at <u>www.businessballs.com</u>. Sole risk with us

### Annexure 2



### Annexure 3

